



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CONSTRUCTION AND SERVICES WORKER I
CONSTRUCTION AND SERVICES WORKER II
CONSTRUCTION AND SERVICES WORKER III

Class No. 007541
Class No. 007540
Class No. 007539

■ CLASSIFICATION PURPOSE

To perform a variety of unskilled tasks in the maintenance, construction, and/or repair of structures, facilities, fixtures, and equipment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Construction and Services Worker I:

This is the entry-level class in the Construction and Services Worker series. Under immediate supervision, a Construction and Services Worker I performs a variety of unskilled construction and services tasks under the direction of a Construction and Services Worker III, Building Maintenance Engineer, or crafts and trades staff.

Construction and Services Worker II:

This is the journey level class in the Construction and Services Worker series. Under general supervision, a Construction and Services Worker II independently performs a variety of unskilled construction and services tasks that involve various craft trades and mechanical skills. Selected positions may perform lead level work over a construction and services crew.

Construction and Services Worker III:

This is the lead level class in the Construction and Services Worker series. Under general supervision, a Construction and Services Worker III leads a work crew performing a variety of construction work and services.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Construction and Services Worker I:

Essential Functions:

1. Assists crafts and trades personnel in performing a variety of maintenance, construction, and repair tasks involving plumbing, carpentry, masonry, electrical, and other mechanical duties.
2. Constructs, installs, and repairs benches, fences, cabinets, and playground equipment.
3. Repairs, installs, and maintains streetlights, lanterns, barricades, and street signs.
4. Patches and performs minor repairs to parking lots, roads, bridges, and roofs.
5. Digs holes and trenches; operates trucks, light motorized equipment, and a variety of hand and portable power tools.
6. Performs trash collections.
7. Moves office furniture.
8. Assembles and disassembles modular office partitions and furniture.
9. Assists in painting traffic lines.
10. Assists in servicing and repairing a variety of electrical systems and equipment.

11. Assists in laying, joining, and caulking pipes.
12. Assists in collecting and disposing dead animals.
13. Assists in demolishing structures; sandblasts.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Construction and Services Worker II:

Essential Functions:

All the functions listed above and

1. Maintains records.
2. Orders materials and supplies.
3. May lead a construction and services crew, volunteers, public service workers, and jail release crews.

Construction and Services Worker III:

Essential Functions:

All the functions listed above and

1. Assigns work and trains a crew of construction and services workers.
2. Assigns work to volunteers, public service workers, and jail release crews.
3. Plans work tasks.
4. Ensures safety precautions are met during projects.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Maintenance and repair techniques for a variety of facilities and structures (operating systems, fixtures, equipment, roofs, roads, and parking lots).
- The operation, use, and maintenance of power and hand tools, trucks, and light motorized equipment.
- Safety practices and CAL-OSHA requirements relevant to construction and services job tasks (vehicle operation, motorized equipment, power and hand tools).
- Building and craft trades (carpentry, plumbing, masonry, painting, mechanical, and electrical trades).
- County customer service objectives and strategies.

Construction and Services Worker III (in addition to the above):

- Supervision and training principles and techniques.

Skills and Abilities to:

The following apply to all classes:

- Perform a variety of maintenance, construction and repair tasks involving plumbing, carpentry, masonry, electrical and other mechanical duties.
- Assemble and disassemble modular office equipment and furniture.
- Transport and relocate office furniture and equipment.
- Read, understand, and interpret oral and written instructions.
- Perform basic arithmetic computations.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Construction and Services Worker II (in addition to the above):

- Interpret blueprints and plans.
- Maintain records and order supplies.

Construction and Services Worker III (in addition to the above):

- Assign work and train subordinates.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Construction and Services Worker I:

1. One (1) year of experience performing general construction work or repairing and maintaining structures and/or facilities, and operating motorized equipment.

Construction and Services Worker II:

1. One (1) year of experience as a Construction and Services Worker I or Public Works Trainee with the County of San Diego; OR
2. Two (2) years of experience performing general construction work or repairing and maintaining structures and/or facilities, and operating motorized equipment.

Construction and Services Worker III:

1. Two (2) years of experience as a Construction and Services Worker II with the County of San Diego; OR
2. Four (4) years of experience performing general construction work or repairing and maintaining structures/ facilities; OR
3. Two (2) years of experience performing general construction work; AND two years of experience operating motorized equipment.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequently stand and walk or crouch on narrow, slippery, and erratically moving surfaces; ability to stoop, kneel, bend to pick up or move objects, office equipment and furniture; walk for long distances and on sloped ground and uneven surfaces; move, lift and carry objects weighing up to 75 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. Some positions require a Class B California driver's license at the time of appointment.

Certification/Registration

None Required.

Working Conditions

Work is predominantly performed outdoors in varying temperature, weather, and humidity conditions; work is performed in environment with constant noise; exposure to grease and oils, dust, fumes, and electrical currents; exposure to areas that are asbestos-laden. May work at landfills, medical institutions, and/or detention facilities.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 31, 1963 (Construction and Services Worker II and III)
New: June 10, 1969 (Construction and Services Worker I)
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Construction and Services Worker I (Class No. 007541)	Union Code: CM	Variable Entry: Y
Construction and Services Worker II (Class No. 007540)	Union Code: CM	Variable Entry: Y
Construction and Services Worker III (Class No. 007539)	Union Code: CM	Variable Entry: Y